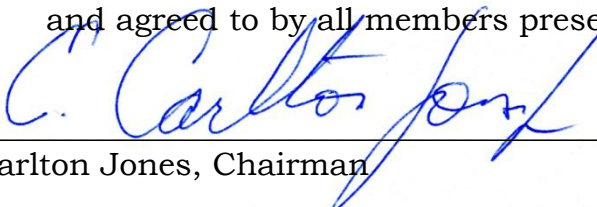


Carlisle-Nicholas County Industrial Development Authority

August 22, 2011 Meeting Minutes

1. Meeting was called to order by Chairman Carlton Jones. Authority members present were Wes Berry, Carlton Jones, Duane Kenney, Kenneth Lyons, Bascom Sorrell, and Bob Sparks. Members absent were: Kevin Booth and Paul Mulhollem. Guest present was Philip Smith of the Carlisle Mercury and Steve Scalf of the Carlisle Courier.
2. Bob Sparks made a motion to obtaining an annual contract to maintain the fire suppression system at the Board building. The contract will include regularly required service. Duane Kenney seconded the motion, with the motion unanimously approved.
3. The board approved reactivating the building security system for security and to provide monitoring of the Fire Suppression, as required by law. *[Repeated efforts since August 4 to contact ADT have failed, and this item was included in the Request for Bids advertisement with the other items approved.]*
4. Duane Kenney made a motion to issue a Request for Bids to have the obsolete Cooling Tower in the back of the building removed, and the openings in the back wall closed up. Bob Sparks seconded the motion, with the motion unanimously approved.
5. The Board discussed the base rental fee to be charged, and decided the fee would be set at \$.13 per square foot, with the 10,000 square foot units being leased for a price of \$1,300 per month. Included in that price is a standard HVAC and Electrical set up. Any additional requirements will be the responsibility of the tenant, who must have all modifications approved by the authority and work done by Authority approved contractors. Additionally, the rental fee will include access to the break room for employees; use of the conference room on a pre-scheduled basis; and display of sample products in the lobby and office area of the authority offices.
6. The Board discussed the need for incentives for increased employment, and the matter will be discussed with the Authority's new consultant Nathan Mick, Garrard County Economic Development Director.
7. Chairman Jones requested the board's approval to move the official offices of the Authority to 2471 Concrete Road. Upon a motion by Duane Kenney, second by Bob Sparks, and a unanimous vote of the board, the request was approved.
8. Chairman Jones requested approval to separate the office utilities (Gas & Electricity) from the main industrial facility, with the common areas of the industrial area to be included in that separate area. The request was unanimously approved.

9. Chairman Jones requested approval to have the Office HVAC system repaired or replaced. Upon a motion by Duane Kenney, second by Bascom Sorrell, and a unanimous vote of the board, the request was approved. A request for bids will be issued for the work.
10. Judge Lyons agreed to check with State Surplus on the cost of a fire safe file cabinet for Authority records, and report back at the next meeting.
11. Chairman Jones requested approval to issue a request for bids for a weekly cleaning contract for the front office space and the bathrooms. After a brief discussion, the decision was to table that until we have a tenant in the facility. The board authorized hiring period cleaning assistance as needed until there is a tenant in residence. All payments to be reviewed by the Board.
12. Chairman Jones requested approval to begin changing locks on the building. The changes are needed for security reasons. The board unanimously approved the request.
13. Chairman Jones requested approval to purchase cleaning equipment and supplies, including a vacuum cleaner and large Herbie trash containers for the building. The board unanimously approved the request.
14. Chairman Jones requested approval to issue a request for bids for an annual contract for grounds keeping services to include lawn mowing, edging, control of weeds, parking lot sweeping, snow removal, and trash pickup. After a short discussion, the decision was to table the annual contract, but to see if our current mowing contractor would assume the responsibility of mowing the lawns, and perform weed related cleanup around the building.
15. Chairman Jones requested approval to issue a request for bids for repair of the windows in the building. Upon a motion by Bob Sparks, second by Bascom Sorrell, and a unanimous vote, the request was approved.
16. Chairman Jones notified the board members of two changes to the bylaws that would be voted on at the September 26 meeting of the board. One officially changed the board meeting location to their new offices at 2471 Concrete Road, and the other established the voting status of ex-officio members as "non-voting" members of the board, and changed the quorum required to four, as it was before the addition of ex-officio members.
17. The board went into Executive Session before adjourning to discuss requests from a potential tenant. The only decision made was to have the property committee meet with the potential tenant to discuss several requirements.
18. Motion to adjourn was made by Duane Kenney, seconded by Bascom Sorrell, and agreed to by all members present.



Carlton Jones, Chairman

August 23, 2011

Date